

OFFICE OF TRAINING

CATEGORIES OF TRAINING PROGRAMS  
(Enclosure #2)

A. AREA AND LANGUAGE PROGRAMS

1. BASIC AREA SURVEY PROGRAM (Part Time)

- a. Program:- Two 18-week area lectures and seminars, without language, presented after duty hours as evening classes in local training facilities.
- b. Training Objective:- To provide basic knowledge of the area for personnel with little or no area training and limited on-the-job experience related to the area.
- c. Prerequisite:- Basic Intelligence Training or equivalent.

2. BASIC AREA SURVEY PROGRAM (Full Time)

- a. Program:- 3 to 6 months, full time, with or without language, at domestic training facilities.
- b. Training Objective:- To provide basic knowledge of the area for personnel with little or no area training and limited on-the-job experience related to the area.
- c. Prerequisite:- Basic Intelligence Training or equivalent, and satisfactory language aptitude if applicable.

3. INTENSIVE AREA LANGUAGE PROGRAM (One Year - Basic)

- a. Program:- One year, full time, with language, at domestic training facilities.
- b. Training Objective:- To provide comprehensive basic knowledge of the area for personnel with little or no previous area training and limited on-the-job experience related to the area, and appropriate language training.
- c. Prerequisite:- Basic Intelligence Training or equivalent, and satisfactory language aptitude.

4. INTENSIVE AREA LANGUAGE PROGRAM (One Year - Advanced)

- a. Program:- One year, full time, with language, at domestic training facilities.
- b. Training Objective:- To provide advanced or specialized knowledge of the area for personnel with previous basic area training or significant on-the-job experience related to the area, and appropriate language training.

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- c. Prerequisite:- Basic Intelligence Training or equivalent, and Program 1, 2, or 3, above, or equivalent; satisfactory language aptitude.

5. INTENSIVE AREA LANGUAGE PROGRAM (Two Years)

- a. Program:- Two years, full time; one year U.S., one year overseas; area study combined with language and field trips within the area.
- b. Training Objective:- To provide language competence, area knowledge in depth, and first-hand area experience, for highly qualified personnel with area specialist potential.
- c. Prerequisite:- Basic Intelligence Training or equivalent, and satisfactory language aptitude.

6. OVERSEAS AREA STUDY PROGRAM

- a. Program:- Three months resident study and travel in the area, including seminars at overseas training facilities and briefings at U.S. Embassies and missions in the area.
- b. Training Objective:- To provide first-hand knowledge of the physical and human environment of the area, and of current U.S. policy problems, measures, and their effects within the area, for personnel with previous basic area training or significant on-the-job experience related to the area.
- c. Prerequisite:- Basic Intelligence Training and Program 1, 2, or 3, above, or equivalent.

7. LANGUAGE PROGRAMS

- a. Programs:- Individually prescribed language training to meet a defined training objective, either within the Agency or at appropriate external facilities.
- b. Training Objective:- To provide language competence for Agency personnel at the following levels of proficiency:
  - 1. Adequate for travel.
  - 2. Adequate for research.
  - 3. Adequate for translation.
  - 4. Fluent but foreign.
  - 5. Native fluency.
- c. Prerequisite:- Satisfactory language aptitude.

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B. SPECIALIZED PROGRAMS

8. ECONOMIC AND INDUSTRIAL PROGRAM

- a. Program:- Individually prescribed economic or industrial training to meet a defined training objective.
- b. Training Objective:- To be defined by the Office concerned in each case.

9. SCIENTIFIC AND TECHNICAL PROGRAM

- a. Program:- Individually prescribed scientific or technical training to meet a defined training objective.
- b. Training Objective:- To be defined by the Office concerned in each case.

10. MANAGEMENT TRAINING PROGRAM

- a. Program:- Training at domestic governmental and non-governmental facilities, in the management and administrative field to meet defined training objectives on an individual basis.
- b. Training Objective:-
  - 1. Top management training for executive personnel, GS-15 and above.
  - 2. Management training for executive personnel, GS-13 through GS-15.
  - 3. Administrative training for administrative officer personnel, grades GS-12 and above.
  - 4. Administrative training for junior administrative officer personnel, grades GS-7 through GS-11.

*Part time*  
*social*

11. OTHER

- a. Program:- Individually prescribed training to meet a defined training objective.
- b. Training Objective:- To be defined by the Office concerned in each case.

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